

SPDP Number
Division
Program
Position Title
Location
Position Description

DNR001
Director's Office
Director's Office
Continuous Improvement Assistant
1101 Riverside Dr., Jefferson City, MO
This position will assist with implementation of continuous improvement (E3) and strategic and operational planning within the Department. Duties will include, but not be limited to the following: assist with logistics for multiple day events such as Value Stream Mapping; track improvement projects; contact project team leaders to request success stories; record process maps and data information during events; update the E3 internal Department web site; prepare articles for the internal Department newsletter.

Professional Experience gained

The person in this position will learn about Lean in Government and how Lean principles are applied in the day to day work of the Department across all divisions. He/she will interact with staff in most, if not all, divisions and programs. This exposure will provide the opportunity to learn about various aspects of the Department's work, from environmental regulation to geology to state parks. Lean in Government has been adopted by agencies in more than 30 states and the federal government. The employee will have the opportunity to learn process improvement skills and techniques that will serve him/her well in any profession or position.

Skill Sets required of applicant

Areas of study can include environmental science, public administration, communications, or related fields. Applicant must be familiar with basic computer software including Microsoft Word and Excel. Some in-state travel is possible.

Pay Rate if applicable
Duration of Assignment
Additional Requirements

\$11.50/hour
Approximately 3 months during summer break
Ability to drive, willingness to travel. Strong interest in systems thinking, strategic planning and continuous improvement.

SPDP Number
Division
Program
Position Title
Location
Position Description

DNR002
Director's Office
Director's Office
Natural Resource Education Assistant 1
1101 Riverside Dr., Jefferson City, MO
As the state agency responsible for protecting our air, land and water; preserving our unique natural and historic places; and providing recreational and learning opportunities for everyone, the Missouri Department of Natural Resources has an inherent role in educating Missourians about these resources. The purpose of this effort is to provide knowledge and tools to teachers, leaders and youth state-wide, promoting the department's mission, stewardship of Missouri's natural resources, and to encourage a healthy and enjoyable outdoor

	<p>lifestyle. The intern in this position will assist in a variety of projects that will assist the program in communicate and providing useful resources for staff and youth educators alike, including limited social media use and planning. Examples of this work will include developing a spreadsheet/database of internal and external partner contact information, programs and youth education resources. Developing a Missouri map of department locations and corresponding activities is another example. This information will be used on the department's intranet and web pages.</p>
Professional Experience gained	<p>The intern will interact primarily with their supervisor and some other agency staff; however, much of the work will be completed on their own. Expected professional skills and experience to be gained includes: comprehensive knowledge of Department programs and resources; opportunity to assist in development of the Department's education program; and opportunity to interact with formal and non-formal educators. Results of the intern's work will be on the Department's Education web and intranet page. Depending on the intern's background, he/she will have the opportunity to apply his/her scientific knowledge to the Department's education efforts.</p>
Skill Sets required of applicant	<p>Ability to work independently; ability to synthesize and organize information; ability to learn quickly and apply new knowledge; good working knowledge of Microsoft Office programs; good writing and oral communication skills; background/knowledge in at least one of the following: science education, education, natural resources topics; and studying one of the following areas: education, curriculum and instruction, agriculture education, natural resources, biology, recreation/interpretation, or other similar area.</p>
Pay Rate if applicable	\$11.00/hour
Duration of Assignment	Summer 2016, possibly into Fall (8-12 weeks)
Additional Requirements	Intern is expected to work from the Lewis & Clark State Office Building in Jefferson City and provide his/her own transportation.
SPDP Number	DNR003
Division	Director's Office
Program	Director's Office
Position Title	Natural Resource Education Assistant 2
Location	1101 Riverside Dr., Jefferson City, MO
Position Description	<p>As the state agency responsible for protecting our air, land and water; preserving our unique natural and historic places; and providing recreational and learning opportunities for everyone, the Missouri Department of Natural Resources has an inherent role in educating Missourians about these resources. The purpose of this effort is to provide knowledge and tools to teachers, leaders and youth state-wide, promoting the</p>

	<p>department's mission, stewardship of Missouri's natural resources, and to encourage a healthy and enjoyable outdoor lifestyle. The intern in this position will assist in a variety of projects that will assist the program in communicate and providing useful resources for staff and youth educators alike, including limited social media use and planning. Examples of this work will include developing a spreadsheet/database of internal and external partner contact information, programs and youth education resources. Developing a Missouri map of department locations and corresponding activities is another example. This information will be used on the department's intranet and web pages.</p>
Professional Experience gained	<p>The intern will interact primarily with their supervisor and some other agency staff; however, much of the work will be completed on their own. Expected professional skills and experience to be gained includes: comprehensive knowledge of Department programs and resources; opportunity to assist in development of the Department's education program; and opportunity to interact with formal and non-formal educators. Results of the intern's work will be on the Department's Education web and intranet page. Depending on the intern's background, he/she will have the opportunity to apply his/her scientific knowledge to the Department's education efforts.</p>
Skill Sets required of applicant	<p>Ability to work independently; ability to synthesize and organize information; ability to learn quickly and apply new knowledge; good working knowledge of Microsoft Office programs; good writing and oral communication skills; background/knowledge in at least one of the following: science education, education, natural resources topics; and studying one of the following areas: education, curriculum and instruction, agriculture education, natural resources, biology, recreation/interpretation, or other similar area.</p>
Pay Rate if applicable	\$11.00/hour
Duration of Assignment	Summer 2016, possibly into Fall (8-12 weeks)
Additional Requirements	Intern is expected to work from the Lewis & Clark State Office Building in Jefferson City and provide his/her own transportation.
SPDP Number	DNR004
Division	Missouri Geological Survey
Program	Geological Survey Program
Position Title	Geologic Logger
Location	111 Fairgrounds Rd., Rolla, Missouri
Position Description	This position will prepare descriptive geologic logs of bedrock core.
Professional Experience gained	Experience to be gained includes learning how to describe geologic bedrock core materials.

Skill Sets required of applicant	Geology student (prior to senior year) with classwork in sedimentary petrology, stratigraphy, and the ability to differentiate sedimentary rock types.
Pay Rate if applicable	Paid, TBD
Duration of Assignment	Summer 2016 – 6 to 8 weeks
Additional Requirements	N/A
SPDP Number	DNR005
Division	Missouri Geological Survey
Program	Geological Survey Program
Position Title	Data Entry Technician
Location	111 Fairgrounds Rd., Rolla, Missouri
Position Description	This position will focus on data entry and locational research related to Class V underground injection wells.
Professional Experience gained	Chosen candidate will develop an understanding of the underground injection well program and Class V wells.
Skill Sets required of applicant	Geology student with coursework in geological sciences.
Pay Rate if applicable	Pay depends on grant funding; position currently listed as unpaid until budget is known.
Duration of Assignment	Summer 2016 – 6 to 8 weeks
Additional Requirements	N/A
SPDP Number	DNR006
Division	Missouri Geological Survey
Program	Water Resource Center
Position Title	Wetland Specialist
Location	1101 Riverside Dr., Jefferson City, MO 65101
Position Description	The State of Missouri is participating in the second round of the National Wetland Condition Assessment. The wetland specialist position involves assisting the project manager and botanist in locating, assessing and field sampling the EPA identified wetland locations. Hydrology, soils and botanical information will be collected. Strenuous fieldwork is required and data will be collected in wetland areas sometimes flooded, marshy and thickly vegetated.
Professional Experience gained	The wetland specialist will gain water resources and ecological knowledge specifically in hydrology, botany and soil science. Wetland assessment work will be useful for someone wanting to gain experience in natural resource management, engineering, planning, and environmental compliance work.
Skill Sets required of applicant	Open to all science, natural resource, agriculture and engineering degree program applicants. Ability to work outdoors and willingness to learn. Soil description, botanical, and aquatic science skills are helpful but not required.
Pay Rate if applicable	\$15.00/hour
Duration of Assignment	Summer 2016 and into Fall if available

Additional Requirements

Ability to perform physical activities such as walking in marshy conditions, ability to comprehend verbal directions, and a desire to work on natural resource assessment projects.

SPDP Number**DNR007****Division**

Division of Environmental Quality

Program

Air Pollution Control Program

Position Title**Environmental Specialist Intern (Air Quality)****Location**

1659 E. Elm, Jefferson City, MO 65101

Position Description

1) Assist in ozone evaluations, 2) Research air modeling techniques, 3) Support SIP development work, 4) Coordinate sunshine requests and setup procedures.

Professional Experience gained

1) Working knowledge of SIP process, 2) Technical understanding of air quality issues in MO, 3) Interpersonal skills from working on a team, 4) Experience with state and federal regulations.

Skill Sets required of applicant

1) Word, 2) Excel, 3) Access Database, 4) General organizational skills.

Pay Rate if applicable

\$14.18/hour

Duration of Assignment

May – August 2016

Additional Requirements

Engineering, Science, or IT studies

SPDP Number**DNR008****Division**

Division of Environmental Quality

Program

Air Pollution Control Program

Position Title**Environmental Specialist Intern (Air Quality)****Location**

1659 E. Elm, Jefferson City, MO 65101

Position Description

1) Assist in air dispersion modeling, 2) Meteorological and ambient air quality data analysis for purposes of determining a representative of background concentrations.

Professional Experience gained

1) Meteorological and ambient air quality data analysis, 2) General knowledge of air dispersion modeling techniques, 3) Technical understanding of air quality issues in MO, 4) Interpersonal skills from working on a team, 5) Experience with state and federal regulations.

Skill Sets required of applicant

1) Word, 2) Excel, 3) Access Database, 4) general organizational skills.

Pay Rate if applicable

\$14.18/hour

Duration of Assignment

May – August 2016

Additional Requirements

Meteorology, Atmospheric Science, Engineering, Science, or IT studies

SPDP Number**DNR009****Division**

Division of Environmental Quality

Program

Environmental Services Program

Position Title**Environmental Specialist Intern 1 (Water Quality Monitoring)****Location**

2710 West Main Street, Jefferson City, MO 65101

Position Description	Duties may include, but are not limited to: 1) Assisting staff with collecting water quality samples, performing flow measurements, setting out data loggers, etc. associated with stream monitoring projects; 2) Assisting with analysis for E. coli and fecal coliform; 3) Assisting staff in the collection of fish tissue samples; 4) Conducting cleaning, maintenance and/or autoclaving of supplies and equipment.
Professional Experience gained	Interns will work alongside professional scientists as they conduct a variety of water quality studies and investigations. They will learn the purpose of the studies and how the data is used by the department. Interns will have the opportunity for hands on experience with a variety of field monitoring instruments, analytical equipment and laboratory practices. The level of independent work will depend upon the intern's experience.
Skill Sets required of applicant	The applicant shall: 1) Have a science related educational background and the desire to pursue a career in environmental science; 2) Be in good physical condition for performing field work. This includes working in and around water, walking long distances while carrying equipment and working in extreme weather conditions.
Pay Rate if applicable	\$14.18/hour
Duration of Assignment	May – August 2016. The possibility exists to extend into the fall or to return during other school breaks.
Additional Requirements	1) Have a valid motor vehicle driver's license; 2) Be available to work extended hours and/or travel overnight; 3) Ability to initially cover meal expenses while in the field. Expenses will be reimbursed.
SPDP Number	DNR010
Division	Division of Environmental Quality
Program	Environmental Services Program
Position Title	Environmental Specialist Intern 2 (Water Quality Monitoring)
Location	2710 West Main Street, Jefferson City, MO 65101
Position Description	Duties may include, but are not limited to: 1) Assisting staff with collecting water quality samples, performing flow measurements, setting out data loggers, etc. associated with stream monitoring projects; 2) Assisting with analysis for E. coli and fecal coliform; 3) Assisting staff in the collection of fish tissue samples; 4) Conducting cleaning, maintenance and/or autoclaving of supplies and equipment.
Professional Experience gained	Interns will work alongside professional scientists as they conduct a variety of water quality studies and investigations. They will learn the purpose of the studies and how the data is used by the department. Interns will have the opportunity for hands on experience with a variety of field monitoring instruments, analytical equipment and laboratory practices.

Skill Sets required of applicant	<p>The level of independent work will depend upon the intern's experience.</p> <p>The applicant shall: 1) Have a science related educational background and the desire to pursue a career in environmental science; 2) Be in good physical condition for performing field work. This includes working in and around water, walking long distances while carrying equipment and working in extreme weather conditions.</p>
Pay Rate if applicable	<p>\$14.18/hour</p>
Duration of Assignment	<p>May – August 2016. The possibility exists to extend into the fall or to return during other school breaks.</p>
Additional Requirements	<p>1) Have a valid motor vehicle driver's license; 2) Be available to work extended hours and/or travel overnight; 3) Ability to initially cover meal expenses while in the field. Expenses will be reimbursed.</p>
SPDP Number Division Program Position Title Location Position Description	<p>DNR011</p> <p>Division of Environmental Quality</p> <p>Hazardous Waste Program</p> <p>Environmental Specialist Intern</p> <p>1730 E. Elm, Jefferson City, MO 65101</p> <p>Review HWP databases to ensure data is accurate and up-to-date. When necessary, conduct file reviews, scan key documents, review existing data to ensure it is correct, coordinate with project managers to write accurate status narratives for LTS sites, and upload scanned documents into ECM using eClient. Verify locational data, and update when necessary using GPS. Prepare GIS polygons representing LTS site boundaries for sites in ArcView under the supervision of LTS staff.</p>
Professional Experience gained	<p>Understanding of environmental remediation process, analytical skills, computer experience, organizational skills, policy drafting</p>
Skill Sets required of applicant Pay Rate if applicable Duration of Assignment Additional Requirements	<p>High level competency computer skills including database management, Microsoft word, ArcGIS and GPS. Medium level competency communication and research. Basic level competency policy/procedure and workflow knowledge.</p> <p>\$14.18/hour</p> <p>May – August 2016</p> <p>N/A</p>
SPDP Number Division Program Position Title Location Position Description	<p>DNR012</p> <p>Division of Environmental Quality</p> <p>Hazardous Waste Program</p> <p>Environmental Specialist Intern</p> <p>1730 E. Elm, Jefferson City, MO 65101</p> <p>Former Manufacturing Gas Sites Inventory - The intern will assist the FMGP inventory project manager in updating and</p>

Professional Experience gained

Skill Sets required of applicant

Pay Rate if applicable

Duration of Assignment

Additional Requirements

SPDP Number

maintaining the FMGP inventory. This will require research of online records and DNR files.

Private Drinking Water Well Compilation - Superfund has sampled hundreds of private drinking water wells that are not currently listed in the two databases with GIS coverages. MGS and Water Resources support the idea of capturing the data to create another layer. Sorting through and consolidating Superfund locational data for private wells sampled and beginning to structure and build the database are the main duties.

SMARS Cleanup - There are hundreds of sites in SMARS that need data cleanup including everything from site descriptions to GIS information. There are several lists of sites with errors that need correcting. This will require file review and coordination with project managers.

Screening Table Updates - Superfund uses several different published health-based screening and action levels to evaluate a release of hazardous substances and its risk to public health and the environment. Some of these benchmarks are revised on an annual basis and must be updated in our excel spreadsheet. Experience with Excel and Access Databases will be significantly increased. The intern will learn about Former Manufacturing Gas Sites (FMGPs) and assist in updating and maintaining the FMGP inventory. If the opportunity presents, the intern will be able to visit one or more sites for an in-person evaluation and explanation of the Superfund process and how their contribution assists with the process. Of necessity, all visits will be at sites with no risk of exposure to hazardous substances. Primary duties are conducted as an individual, but will require interaction with technical staff to clarify task outcome. Intern will gain experience working in a professional office. Interns operating in the Superfund arena are exposed to an exhaustive array of media. Superfund deals with surface and subsurface water, surface and subsurface soil, sediment, air and hazardous substances. For persons interested in an environmental field, this experience is invaluable.

Must have knowledge of Microsoft Programs, specifically Word, Excel and Access. Adobe Acrobat experience is a plus.

Educational Background: High school senior up through college graduate. Must be able to function in a professional manner, including dress and behavior, have an eye for detail, willing to ask questions and provide suggestions for task resolution.

\$14.18/hour

May – August 2016

Must be able to provide his/her own transportation to and from the office each workday.

DNR013

Division	Division of Environmental Quality
Program	Water Protection Program
Position Title	Research Intern
Location	1101 Riverside Drive, Jefferson City, MO 65101
Position Description	Assist with collection of delinquent permit fees and identify permits for termination; communicate with public; investigate ownership status of properties via GIS; enter data and manage database; communicate status of cases to budgets and fees staff, WPCB compliance and enforcement staff, and WPCB permitting staff; consult with regional office staff, department permit writers and Attorney General's Office.
Professional Experience gained	Development of case files for delinquent fee cases; communications and client relations; investigation of property ownership, and status of facilities; experience drafting letters and various internal forms; data entry and database management; basic knowledge of GIS; enhanced knowledge of Department programs and other state agencies; and understanding of water pollution sources.
Skill Sets required of applicant	Ability to manage multiple projects; attention to detail; problem solving; critical thinking; ability to make telephone calls. Proficient with Word processing and data entry software. Ability to manage a small database.
Pay Rate if applicable	\$14.18/hour
Duration of Assignment	May – August 2016
Additional Requirements	N/A
SPDP Number	DNR014
Division	Division of Environmental Quality
Program	Water Protection Program
Position Title	Environmental Specialist Intern
Location	1101 Riverside Drive, Jefferson City, MO 65101
Position Description	Work with Water Protection Program engineers to update and expand the Department's public Wastewater Construction Permitting Manual to comprehensively cover the different topics and issues the Engineering Section deals with. Research innovative wastewater technologies and provide information to section staff on new and emerging technologies, especially in regards to lagoon retrofits and nutrient removal. Track actual construction and expected operations and maintenance costs for Cost of Compliance comparisons to further help operating permits section. Work with engineers on assessing the treatment technologies evaluated during the anti-degradation process and facility plan process for patterns or similarities in technologies evaluated by consultants and communities.
Professional Experience gained	Exposure to different wastewater treatment technologies, both established and innovative. Familiarity with the Department's regulations, databases, and processes. Explaining and communicating technical concepts verbally and in written

	reports that are understandable. Development of Excel spreadsheets to help engineering section in tracking construction cost for Cost of Compliance comparisons. Experience gained in engineering economics. Exposure to water quality standards, permitting requirements, and engineering design standards.
Skill Sets required of applicant	Enrolled in an engineering or environmental field
Pay Rate if applicable	\$14.18/hour
Duration of Assignment	May – August 2016
Additional Requirements	Excel and Word proficiency
SPDP Number	DNR015
Division	Division of Environmental Quality
Program	Water Protection Program
Position Title	Environmental Specialist Intern
Location	1101 Riverside Drive, Jefferson City, MO 65101
Position Description	Working with staff to review electronic Discharge Monitoring Report applications, request additional information if needed, process the application, make adjustments to both the eDMR system and Missouri Clean Water Information System (MoCWIS), and communicate with permittees. The intern would assist staff in implementing the department's eReporting plan which could include communicating with customers both orally and in writing; working in several computer applications including the Microsoft Excel, eDMR system, and MoCWIS ; learning about department policies, procedures, regulations, and laws related to National Pollutant Discharge Elimination System permits; and drafting any necessary fact sheets or educational material.
Professional Experience gained	Ability to communicate in a clear and efficient manner; work as part of a team; be familiar with common computer applications and willingness to learn new applications; general knowledge of water quality pollutants, chemistry, and/or environmental science.
Skill Sets required of applicant	
Pay Rate if applicable	\$14.18/hour
Duration of Assignment	May – August 2016
Additional Requirements	N/A
SPDP Number	DNR016
Division	Division of Environmental Quality
Program	Water Protection Program
Position Title	Environmental Specialist Intern
Location	1101 Riverside Drive, Jefferson City, MO 65101
Position Description	Reviewing case files for closure, following up on schedules to verify all requirements have been met and drafting closure memorandums when appropriate. Reviewing file material and drafting unilateral orders for failure to submit discharge monitoring reports.

Professional Experience gained	Develop an understanding of civil enforcement process, gain experience with Missouri Clean Water Law and its implementing regulations, NPDES Permits and drafting business documents.
Skill Sets required of applicant	Ability to manage multiple projects, draft concise and accurate documents based on review of file material. Good verbal and written communication skills.
Pay Rate if applicable	\$14.18/hour
Duration of Assignment	May – August 2016
Additional Requirements	N/A
SPDP Number	DNR017
Division	Division of Environmental Quality
Program	Water Protection Program
Position Title	Environmental Specialist Intern
Location	1101 Riverside Drive, Jefferson City, MO 65101
Position Description	Review case files for closure and draft closure memorandums when appropriate. Review and summarize new case files. Discuss case files with case managers and regional office staff. Draft letters, internal forms and agreements as appropriate. Review file material and draft unilateral orders for facilities that have failed to submit discharge monitoring reports.
Professional Experience gained	Enforcement of Missouri's Clean Water Law, water quality standards, and NPDES permits. Civil water pollution enforcement process. Drafting business documents and legal agreements. Communications and client relations. Communicate with EPA. Enhanced knowledge of water pollution sources and wastewater treatment. Basic knowledge of GIS.
Skill Sets required of applicant	Ability to manage multiple projects, draft concise and accurate documents based on review of file material. Good verbal and written communication skills.
Pay Rate if applicable	\$14.18/hour
Duration of Assignment	May – August 2016
Additional Requirements	N/A
SPDP Number	DNR018
Division	Division of Environmental Quality
Program	Kansas City Regional Office
Position Title	Administrative Support Intern
Location	500 NE Colbern Rd., Lee's Summit, MO 64086
Position Description	This internship will include technical office duties such as document scanning, filing, coping, etc., as well as processes involved with Sunshine Requests, the department's file retention schedule and archiving to the Secretary of State. There will be the opportunity to participate in regional office procedure making, unit and all staff meetings, and policy operations. This position will coordinate with other Administrative staff and be involved in day to day backup duties.

Professional Experience gained

This intern can expect to gain experience and understanding in the area of administrative policies and procedures, department and state policies and rules related to Sunshine Laws, retention of documents and archiving to the Secretary of State. This position will have the opportunity to gain knowledge of office operations, the department's mission and state government as a whole. The intern will benefit by increasing their knowledge of business practices and policies.

Skill Sets required of applicant

Applicants should be a graduate or undergraduate student with major in a business related field. Applicants should have the ability to use MS Office, software and the ability to learn scanning software provided. Walking, sitting, standing and lifting for long periods of time may be necessary to conduct file room and administrative work.

Pay Rate if applicable

\$14.18/hour

Duration of Assignment

May – August 2016

Additional Requirements

Intern must be a licensed driver, and must be able to provide transportation to and from the office each workday, as well as be able to drive fleet vehicles.

SPDP Number

DNR019

Division

Division of Environmental Quality

Program

Kansas City Regional Office

Position Title

Environmental Specialist Intern

Location

500 NE Colbern Rd., Lee's Summit, MO 64086

Position Description

This internship will include issuing general permits, conducting permit termination inspections, writing reports, database entry, and shadowing inspectors on compliance inspection and investigations. This position will assist an Environmental Specialist in processing water pollution permit applications and correspondence. There will also be opportunity for this intern to participate in evaluating no-exposure storm water certifications, and attend concern investigations. Shadowing of water pollution control work would include storm water, land disturbance, and domestic wastewater facility inspections and concern investigations. Other duties include assisting inspectors with their equipment and samples, and participating in conducting observations of facility conditions. Intern will also have opportunity to occasionally accompany inspectors that work in other environmental media, such as public drinking water or hazardous waste.

Professional Experience gained

This intern can expect to gain experience and understanding in the area of environmental regulation in Missouri, specifically in the area of water pollution control. This position will have the opportunity to visit a wide variety of regulated facilities and participate in the compliance inspection process. This intern will also be trained in the basics of water pollution permit

Skill Sets required of applicant	<p>processing and will have the opportunity to practice technical writing skills.</p> <p>Applicants should be a graduate or undergraduate student with major in biological science, environmental science, chemistry, natural resources, geology, engineering, or related field. Applicants should have the ability to use MS Office software. Walking, sitting, or standing for long periods of time may be necessary to conduct office or field work.</p>
Pay Rate if applicable	\$14.18/hour
Duration of Assignment	May – August 2016
Additional Requirements	<p>Intern must be a licensed driver, and must be able to provide transportation to and from the office each workday, as well as be able to drive fleet vehicles.</p>
SPDP Number	DNR020
Division	Division of Environmental Quality
Program	Kansas City Regional Office
Position Title	Environmental Specialist Intern
Location	500 NE Colbern Rd., Lee’s Summit, MO 64086
Position Description	<p>This internship includes performing scrap tire dump inspections and surveys of tire collection centers for initial inspection and gathering information that will help solid waste staff to plan for future inspections. This position will assist with solid waste and scrap tire investigations. Other assignments may include creation or improvement of documents for office use, and providing assistance with tracking and reports. Intern will also have the opportunity to shadow experienced inspectors in the field and occasionally accompany inspectors that work in other environmental media, such as public drinking water or hazardous waste.</p>
Professional Experience gained	<p>This intern can expect to gain experience and understanding in the area of environmental regulation in Missouri, specifically in the area of solid waste management. This position will have the opportunity to visit a variety of regulated facilities and participate in the compliance inspection process. This intern will also be trained in the basics of environmental investigation and will have opportunity to practice technical writing skills.</p>
Skill Sets required of applicant	<p>Applicants should be a graduate or undergraduate student with major in biological science, environmental science, chemistry, natural resources, geology, engineering, or related field. Applicants should have the ability to use MS Office software. Walking, sitting, or standing for long periods of time may be necessary to conduct office or field work.</p>
Pay Rate if applicable	\$14.18/hour
Duration of Assignment	May – August 2016
Additional Requirements	<p>Intern must be a licensed driver, and must be able to provide transportation to and from the office each workday, as well as be able to drive fleet vehicles.</p>

SPDP Number**Division****Program****Position Title****Location****Position Description****DNR021**

Division of Environmental Quality

Kansas City Regional Office

Environmental Specialist Intern

500 NE Colbern Rd., Lee's Summit, MO 64086

This internship will include technical office duties such as document scanning, filing, coping, etc., as well as conducting permit termination inspections, writing reports, database entry, and shadowing inspectors on compliance inspection and investigations. This position will assist an Environmental Specialist I/II/III. There will also be opportunity for this intern to participate in evaluating no-exposure storm water certifications, and attend concern investigations. Shadowing of water pollution control work would include storm water, land disturbance, and domestic wastewater facility inspections and concern investigations. Other duties include assisting inspectors with their equipment and samples, and participating in conducting observations of facility conditions. Intern will also have the opportunity to occasionally accompany inspectors that work in other environmental media, such as public drinking water or hazardous waste.

Professional Experience gained

This intern can expect to gain experience and understanding in the area of environmental regulation in Missouri, specifically in the area of water pollution control. This position will have the opportunity to visit a wide variety of regulated facilities and participate in the compliance inspection process. This intern will also be trained in the basics of engineering review and investigation, and will have the opportunity to practice technical writing skills.

Skill Sets required of applicant

Applicants should be a graduate or undergraduate student with major in biological science, environmental science, chemistry, natural resources, geology, engineering, or related field.

Applicants should have the ability to use MS Office software.

Walking, sitting, or standing for long periods of time may be necessary to conduct office or field work.

Pay Rate if applicable

\$14.18/hour

Duration of Assignment

May – August 2016

Additional Requirements

Intern must be a licensed driver, and must be able to provide transportation to and from the office each workday, as well as be able to drive fleet vehicles.

SPDP Number**Division****Program****Position Title****Location****DNR022**

Division of Environmental Quality

Northeast Regional Office

Environmental Specialist Intern

1709 Prospect Drive, Macon, MO 63552

Position Description	Scan facility plans, specifications, and engineering reports for electronic filing and complete data entry. Review and assist with public drinking water sample data, filing, and database entry. Update operator certification & facility inventory database and rolodex. Assist water specialist with classroom preparations such as material preparation & setup. Assist inspectors with equipment at facility inspections, deliver water samples to ESP & DOH laboratory. Provide telephone coverage for the drinking water units and other miscellaneous duties as assigned.
Professional Experience gained	A realistic hands-on experience working alongside the department's environmental specialists, water specialists, engineers, and other professionals.
Skill Sets required of applicant	Introductory knowledge of environmental science; ability to use computers and office software; skill in cleaning and maintaining equipment, tools and vehicles; ability to understand and follow instructions and to communicate effectively; ability to make accurate measurements and note obvious irregularities; ability to perform manual work requiring lifting, reaching and bending; and ability to establish and maintain effective working relationships with staff and the general public.
Pay Rate if applicable	\$14.18/hour
Duration of Assignment	May – August 2016
Additional Requirements	N/A
SPDP Number	DNR023
Division	Division of Environmental Quality
Program	Northeast Regional Office
Position Title	Environmental Specialist Intern
Location	1709 Prospect Drive, Macon, MO 63552
Position Description	Scan facility plans, specifications, and engineering reports for electronic filing; review annual reports and discharge monitoring reports and assist with the follow-up work for documented violations, including file reviews as necessary; conduct file reviews for the ANCR and QNCR lists; draft reminder letters for late permit renewals, missing I&I reports, missing permit scheduled events, etc.; provide field verification for WP permit termination requests and process needed paperwork; assist inspectors with equipment at large sites being inspected; deliver water samples to the laboratory; filing; assist with the processing of general permits; obtain updated contact information for facilities; miscellaneous water pollution tasks as assigned.
Professional Experience gained	A realistic hands-on experience working alongside the department's environmental specialists, water specialists, engineers, and other professionals.
Skill Sets required of applicant	Introductory knowledge of environmental science; ability to use computers and office software; skill in cleaning and maintaining

	equipment, tools and vehicles; ability to understand and follow instructions and to communicate effectively; ability to make accurate measurements and note obvious irregularities; ability to perform manual work requiring lifting, reaching and bending; and ability to establish and maintain effective working relationships with staff and the general public.
Pay Rate if applicable	\$14.18/hour
Duration of Assignment	May – August 2016
Additional Requirements	N/A
SPDP Number	DNR024
Division	Division of Environmental Quality
Program	Northeast Regional Office
Position Title	Administrative Intern
Location	1709 Prospect Drive, Macon, MO 63552
Position Description	Provide office support functions including word processing, filing, copying, proofreading documents and other work, gathering and compiling data, and assisting with special projects including scanning and entering information into databases.
Professional Experience gained	Exposure to the operations and day-to-day tasks of a Department of Natural Resources regional office, providing an opportunity to enhance educational experience through practical work and develop skills useful for career development.
Skill Sets required of applicant	Knowledge of Microsoft Office Suite (Word/Excel/Outlook); knowledge of office machines including fax, postage meter, copier, calculator, computer work-stations, telephone and voice mail systems; ability to follow direction and attention to detail; and ability to meet and interact with the public and staff in a professional manner. Moderate lifting, bending, etc.
Pay Rate if applicable	\$11.83/hour
Duration of Assignment	May – August 2016
Additional Requirements	Prefer Business Administration, Public Administration or related field student.
SPDP Number	DNR025
Division	Division of Environmental Quality
Program	Southeast Regional Office
Position Title	Administrative Intern
Location	2155 North Westwood Blvd., Poplar Bluff, MO 63901
Position Description	Provide office support functions including word processing, filing, copying, proofreading documents and other work, gathering and compiling data, and assisting with special projects including scanning and entering information into databases. Additionally, the position will assist with projects in records management and archiving files, provide customer service, assist with updating rosters, and other duties as assigned.

Professional Experience gained

The intern will gain experience in providing administrative support in a governmental agency and will learn about business practices and management.

Skill Sets required of applicant

Knowledge of Microsoft Office Suite (Word/Excel/Outlook); knowledge of office machines including fax, postage meter, copier, calculator, computer work-stations, telephone and voice mail systems; ability to follow direction and attention to detail; and ability to meet and interact with the public and staff in a professional manner. Moderate lifting, bending, etc.

Pay Rate if applicable

\$11.83/hour

Duration of Assignment

May – August 2016

Additional Requirements

Prefer Business Administration, Public Administration or related field student.

SPDP Number

DNR026

Division

Division of Environmental Quality

Program

St. Louis Regional Office, Engineering & Compliance Assistance

Position Title

Environmental Specialist Intern

Location

7545 S. Lindbergh Blvd., St. Louis, MO 63125

Position Description

The intern in this position will be trained to assist in issuing, inspecting for closure, and terminating land disturbance or other general permits. If intern has engineering training, he/she may conduct engineering document reviews and assist with engineering-level inspections of public drinking water and/or waste water treatment facilities under direct supervision of a Professional Engineer. Intern may be asked to do some stream sampling in the next targeted watershed for Our Missouri Waters initiative where SLRO has already identified issues from DMR data indicating problems at some facilities. Intern may also assist the OMW coordinator rather than utilizing existing staff. Intern may survey areas indicating possible land disturbance work to assist in identification of sites that should have a land disturbance permit and are causing water pollution issues. Intern will work with Our Missouri Waters/Community Services Coordinator to help identify and do outreach for municipalities in the target group, help with presentations to groups within target watershed, research additional outreach opportunities, and assist with data management within both initiatives.

Professional Experience gained

The intern in this position would learn about water pollution, waste water treatment systems, treatment options, data and file management, water and facility sampling procedures, how to read a wastewater permit, and about DNR's role in protecting public health and the environment through water pollution regulations. If an intern with engineering training is found, the intern will also receive engineering experience working with a Professional Engineer. The intern will work some independently but also in teams.

Skill Sets required of applicant

If possible, the intern should have engineering training to make the most use of this opportunity. The intern should have basic understanding of water quality, chemistry, good interpersonal communication skills, both written and verbal. Candidate should also have basic computer (Microsoft Office) skills. Must have driver's license and be able to work outdoors.

Pay Rate if applicable

\$14.18/hour

Duration of Assignment

May – August 2016

Additional Requirements

Must have a driver's license and be able to get to work each day during fairly regular hours between 8 am and 5 pm.

SPDP Number

DNR027

Division

Division of Environmental Quality

Program

St. Louis Regional Office, Water Pollution Program

Position Title

Environmental Specialist Intern

Location

7545 S. Lindbergh Blvd., St. Louis, MO 63125

Position Description

The intern will be trained to assist in conducting land disturbance or other permit termination inspections, emergency bypass inspections initial response (including documenting with photos and prioritizing necessity of further investigation), and some spot check verification of information being submitted by the facility regarding SSO's that are reported as having been stopped and corrected. Intern may conduct sampling in cooperation with a water pollution inspector at SSO emergency investigations. Intern may review, scan and assist in electronic filing of plans for waste water facilities, archiving information, and laboratory and equipment inventory projects. Depending on intern's ability to function independently following training, s/he may be able to do follow-up inspections at sites where there have already been inspections and a re-inspection is needed, (Class I inspections only) or survey areas indicating land disturbance work may be needed to assist in identification of sites that should have a land disturbance permit and are causing water pollution issues. In some cases, the intern may be able to accompany inspectors on inspections where it is appropriate to have a team of two visit a site for safety concerns and to help verify and document issues. Intern will work with Our Missouri Waters/Community Services Coordinator to help identify and do outreach for municipalities in the target group, help with presentations to groups within the target watershed, research additional outreach opportunities, and assist with data management within both initiatives. Intern may be asked to do some stream sampling in next targeted watershed for Our Missouri Waters initiative where SLRO has already identified issues from DMR data indicating problems at some facilities.

Professional Experience gained

The intern in this position would learn about water pollution, waste water treatment systems, treatment options, data and

	<p>file management, water and facility sampling procedures, how to read a wastewater permit, and about DNR's role in protecting public health and the environment through water pollution regulations. The intern will work some independently but also in teams.</p>
Skill Sets required of applicant	<p>The intern should have basic understanding of water quality, chemistry, good interpersonal communication skills, both written and verbal. Candidate should also have basic computer (Microsoft Office) skills. Must have driver's license and be able to work outdoors.</p>
Pay Rate if applicable	\$14.18/hour
Duration of Assignment	May – August 2016
Additional Requirements	<p>Must have a driver's license and be able to get to work each day during fairly regular hours between 8 am and 5 pm.</p>
SPDP Number	DNR028
Division	Division of Environmental Quality
Program	St. Louis Regional Office, Public Drinking Water Unit
Position Title	Environmental Specialist Intern
Location	7545 S. Lindbergh Blvd., St. Louis, MO 63125
Position Description	<p>The intern in this position will be trained to assist in conducting final waterline inspections (non-SRF only), review, scan and assist in the electronic filing of plans from drinking water facilities, assist in developing emergency contact information in a convenient format for contacting facilities in an emergency, assist with laboratory and equipment inventory related to Drinking Water sampling in coordination with a water specialist, assist in collecting samples for Bacti and Total Residual Chlorine and other tests suitable for review at sites where we have an identified concern, receive TC positive samples, collect GPS readings to fill in missing data on Drinking Water facilities in a database, and if demonstrating sufficient knowledge after training, may conduct site survey inspections and well grout inspections. Assist the unit in focusing on the compliance and operation inspections required to be done on three and five year rotations. The intern in this position will also work with the Community Services Coordinator to help identify and do outreach for municipalities in target groups with public drinking water needs.</p>
Professional Experience gained	<p>The intern in this position would learn about public drinking water systems, treatment options, installation processes, data management, sampling procedures and about DNR's role in protecting public health through drinking water regulations and work. The intern will work some independently but also in teams.</p>
Skill Sets required of applicant	<p>The intern should have basic understanding of water quality, chemistry, good interpersonal communication skills, both written and verbal. Candidate should also have basic computer</p>

Pay Rate if applicable
Duration of Assignment
Additional Requirements

(Microsoft Office) skills. Must have driver's license and be able to work outdoors.
\$14.18/hour
May – August 2016
Must have a driver's license and be able to get to work each day during fairly regular hours between 8 am and 5 pm.

SPDP Number
Division
Program
Position Title
Location
Position Description

DNR029
Division of Environmental Quality
Southwest Regional Office
Environmental Specialist Intern
2040 W. Woodland, Springfield, MO 65807
Follow up when SWRO does not receive a statement of work complete from owner or engineering firm on water pollution construction permits. Scan SWRO engineering CP files (plans and specs).

Professional Experience gained
Skill Sets required of applicant

Public interaction, document review
Drivers license, enrolled in an engineering or environmental field

Pay Rate if applicable
Duration of Assignment
Additional Requirements

\$14.18/hour
May – August 2016
N/A

SPDP Number
Division
Program
Position Title
Location
Position Description

DNR030
Division of Environmental Quality
Southwest Regional Office
Environmental Specialist Intern
2040 W. Woodland, Springfield, MO 65807
Identify scrap tire retailers which we may be unaware of and add them to a database. Visit inactive HW generators and determine if they should be active generators or should be removed from our generator database. Visit facilities with air pollution permits which have been inactive and determine if they should be closed in the database or if they remain open and out of compliance which would facilitate the need for an inspection by our inspector.

Professional Experience gained

Public interaction, document review, data entry skills, an understanding of hazardous waste facilities, air facilities, and scrap tire retailers which are regulated by the department. A ride along with an inspector to deepen the understanding of our involvement with facilities which are regulated.

Skill Sets required of applicant

Driver's license, at least two years of college experience in a science field

Pay Rate if applicable
Duration of Assignment
Additional Requirements

\$14.18/hour
May – August 2016
N/A

SPDP Number

DNR031

Division	Division of Environmental Quality
Program	Southwest Regional Office
Position Title	Environmental Specialist Intern
Location	2040 W. Woodland, Springfield, MO 65807
Position Description	Engineering intern will work with our Drinking Water Engineering and Technical Assistance unit to go through historic construction files related to public drinking water infrastructure improvement projects and make initial evaluations to determine if field verification of construction completeness is warranted. This would be through contacts with public water system representatives or engineering firms to determine status of projects and summarizing findings for the unit chief. Intern would make field visits to construction projects to confirm data provided by engineering firms and work towards clearing our construction authorization backlog. This person would also be available to assist on any Groundwater Under the Influence of Surface Water Investigations which the regional office may have ongoing in order to collect field measurement data to provide to the Water Resources Center to aide in their hydrogeological evaluations of suspect public water wells. Also related would be scanning engineering plans and specification sheets to allow recycling of paper copies and free space in the file room.
Professional Experience gained	Public interaction, document review of engineering related correspondence, plans and specifications. Writing general documents to send to public water systems. Seeing field construction projects and observing in real life the things they are studying in school.
Skill Sets required of applicant	Valid Missouri driver's license and two years of college in an engineering or environmental field.
Pay Rate if applicable	\$14.18/hour
Duration of Assignment	May – August 2016
Additional Requirements	N/A
SPDP Number	DNR032
Division	Division of Environmental Quality
Program	Southwest Regional Office
Position Title	Environmental Specialist Intern
Location	2040 W. Woodland, Springfield, MO 65807
Position Description	Intern will work with Drinking Water Compliance Unit conducting field investigations of unsafe drinking water bacteriological samples as will be outlined in the Revised Total Coliform Rule effective April 2016. Summer months have a high rate of unsafe samples due to the large amount of seasonal recreational type public water systems in the SWRO coverage area. Additional activities to be conducted by the intern would be file review of historical water system data to determine if information available on potential public water systems can be updated to identify sites that have grown to a point that they

	<p>should become an active public water system. These field visits would include contact with property owners, residents within subdivisions, and business owners to obtain up-to-date information on populations served by water systems and providing that preliminary data to the unit chief for assignment to an inspector for further action as necessary. This person would also be available to assist on any Groundwater Under the Influence of Surface Water Investigations which the regional office may have ongoing in order to collect field measurement data to provide to the Water Resources Center to aide in their hydrogeological evaluations of suspect public water wells. Additional to this would be some time allocated to helping in the file room to scan documents to the network to free up space.</p>
Professional Experience gained	Public interactions, file and document review. Writing general documents to send to public water systems. Working with water systems to help determine issues of concern and working on extended sampling projects related to data collection and field measurements.
Skill Sets required of applicant	Valid Missouri drivers license and two years of college in an engineering or environmental field.
Pay Rate if applicable	\$14.18/hour
Duration of Assignment	May – August 2016
Additional Requirements	N/A
SPDP Number	DNR033
Division	Division of Environmental Quality/Missouri State Parks
Program	Environmental Services/Risk Management Programs
Position Title	Safety Intern
Location	2710 W. Main and 1659 Elm St., Jefferson City, MO
Position Description	This position would be responsible for assisting with safety inspections of DEQ regional/program offices and state park facilities located throughout Missouri. Assist with safety review of common work practices. Assist with safety training in the divisions. Assist in development of record keeping for safety inspections and accident reporting. Assist with processing of workers compensation trend analysis. Assist with disaster drills as needed. Assist with review of department safety manual. At end of internship provide comprehensive report of the DNR safety program.
Professional Experience gained	The experience gained would be data analysis, safety inspection and audits completion, technical report writing, conducting training, and time and scheduling management.
Skill Sets required of applicant	Must be at least a college Junior or Senior enrolled in a Safety, Health, Emergency Management, or other related field. College graduates in related fields will also be considered.
Pay Rate if applicable	Paid, to be determined
Duration of Assignment	June – August 2016

Additional Requirements

Will require considerable travel. This will be provided on a cost share basis between MSP and DEQ.

SPDP Number**DNR034****Division**

Missouri State Parks

Program

Rock Bridge Memorial State Park

Position Title**Resource Steward****Location**

5901 S. Highway 163, Columbia, MO

Position Description

Invasive (non-native, problem) plant control. Methods include hand tools, pulling, backpack sprayer. Hike off-trail. Identify plants. Other duties may include trail maintenance, clearing down wood from fire lines and other natural resource management projects. If desired, duties could include some of those associated with interpreter (see below), park maintenance and/or park office assistant. During the months of March, November and December, duties could include serving on a crew that conducts a prescribed burn (training provided).

Professional Experience gained

Learn to identify invasive plants; learn methods involved in controlling invasive plants; gain experience with tools, equipment and herbicide use; learn how to read a map; see much of the park and it's flora and fauna.

Skill Sets required of applicant

Physical ability to hike off-trail and do varied tasks including carrying a backpack sprayer with 2 gallons of fluid (17 lbs.). Capability of recognizing features that distinguish plants from each other. Can work independently.

Pay Rate if applicable

Un-paid, but can be for college credit if university allows

Duration of Assignment

Prefer a minimum of 160 hours. Flexible on scheduling.

Position available March through December.

Additional Requirements

N/A

SPDP Number**DNR035****Division**

Missouri State Parks

Program

Rock Bridge Memorial State Park

Position Title**Resource Steward****Location**

5901 S. Highway 163, Columbia, MO

Position Description

Invasive (non-native, problem) plant control. Methods include hand tools, pulling, backpack sprayer. Hike off-trail. Identify plants. Other duties may include trail maintenance, clearing down wood from fire lines and other natural resource management projects. If desired, duties could include some of those associated with interpreter (see below), park maintenance and/or park office assistant. During the months of March, November and December, duties could include serving on a crew that conducts a prescribed burn (training provided).

Professional Experience gained

Learn to identify invasive plants; learn methods involved in controlling invasive plants; gain experience with tools, equipment and herbicide use; learn how to read a map; see much of the park and it's flora and fauna.

Skill Sets required of applicant

Physical ability to hike off-trail and do varied tasks including carrying a backpack sprayer with 2 gallons of fluid (17 lbs.). Capability of recognizing features that distinguish plants from each other. Can work independently.

Pay Rate if applicable
Duration of Assignment

Un-paid, but can be for college credit if university allows
Prefer a minimum of 160 hours. Flexible on scheduling.
Position available March through December.

Additional Requirements

N/A

SPDP Number**DNR036****Division**

Missouri State Parks

Program

Rock Bridge Memorial State Park

Position Title**Interpreter****Location**

5901 S. Highway 163, Columbia, MO

Position Description

Present interpretive talks and lead activities for the public. A program you would be asked to do often is to lead a group of children on a guided hike and cave tour. The cave is easy walking and only 150 ft. long but has loose rocks and water of a few inches and includes more challenging side passages. Other duties include assisting with program supplies, answering questions for park visitors, helping in the park office, answering calls, making sales. If desired, duties can include some invasive plant control (see above) and/or park maintenance.

Professional Experience gained

Learn about park resources and gain experience implementing the use of interpretive principles and techniques. Gain experience working with the public. See features, flora and fauna of the park.

Skill Sets required of applicant

Physical ability to hike on uneven terrain. Ability to speak in front of groups and manage the behavior of groups. Can work independently.

Pay Rate if applicable
Duration of Assignment

Un-paid, but can be for college credit if university allows
Prefer a minimum of 160 hours. Flexible on scheduling but does include weekends. Position available April through October.

Additional Requirements

N/A

SPDP Number**DNR037****Division**

Missouri State Parks

Program

Rock Bridge Memorial State Park

Position Title**Interpreter****Location**

5901 S. Highway 163, Columbia, MO

Position Description

Present interpretive talks and lead activities for the public. A program you would be asked to do often is to lead a group of children on a guided hike and cave tour. The cave is easy walking and only 150 ft. long but has loose rocks and water of a few inches and includes more challenging side passages. Other duties include assisting with program supplies, answering questions for park visitors, helping in the park office, answering

Professional Experience gained	calls, making sales. If desired, duties can include some invasive plant control (see above) and/or park maintenance.
Skill Sets required of applicant	Learn about park resources and gain experience implementing the use of interpretive principles and techniques. Gain experience working with the public. See features, flora and fauna of the park.
Pay Rate if applicable	Physical ability to hike on uneven terrain. Ability to speak in front of groups and manage the behavior of groups. Can work independently.
Duration of Assignment	Un-paid, but can be for college credit if university allows
Additional Requirements	Prefer a minimum of 160 hours. Flexible on scheduling but does include weekends. Position available April through October.
SPDP Number	N/A
Division	DNR038
Program	Missouri State Parks
Position Title	Kansas City Area Office
Location	Seasonal Interpretive Services Specialist
Position Description	4750 Troost Ave., Kansas City, MO
Professional Experience gained	Entry level interpretive staff. Will assist in interpretive programs in Kansas City Region focused on urban populations. Will conduct interpretive programs planned by student. Assist in promotion of agency sites and programs. Assist in special events held across the state. Help develop promotional material for programs.
Skill Sets required of applicant	Will gain knowledge in planning a program, constructing promotional materials, and engaging urban populations in outdoor activities. Student will gain contacts with multiple agencies and across the state. Common programs the student will be involved in: hiking, birding, camping, archery, paddling, fire starting, Dutch Oven cooking, tours, fishing, fairs, special events, and nature crafts.
Pay Rate if applicable	Experience in giving educational or recreational programs. At least have 10 credit hours in biology, wildlife, natural resources, parks and recreation, history, or closely related field. Must have a driver's license.
Duration of Assignment	\$8.75/hour
Additional Requirements	Mid-May to Mid-Aug with an opportunity to continue into the fall.
SPDP Number	Must be able to work some weekends. Should look and dress appropriately for public programs.
Division	DNR039
Program	Missouri State Parks
Position Title	Knob Noster State Park
Location	Parks Intern
	873 SE 10, Knob Noster, MO

Position Description	Duties would include assisting with properly recording the park's history documentation, as well as properly storing archival-related items. May also record oral histories. Internship project would also be required, as approved by the supervisor and the university/college's requirements. Interaction with the public will potentially occur each day, so communication skills are important.
Professional Experience gained	Historical research skills, writing skills, potential oral-speaking, record keeping, storage-keeping skills, interacting with the general public on a daily basis.
Skill Sets required of applicant	Introductory record keeping, basic Microsoft office software experience, basic writing and communication skills.
Pay Rate if applicable	Un-paid, but can be for college credit if university allows.
Duration of Assignment	Hours will be determined by the requirements set forth by the intern's school. Approximately 200 hours is a generally accepted number for history student interns.
Additional Requirements	Must have valid driver's license and able to lift up to 50 pounds. Must be able to work for at least 4 hours at a desk with breaks, as necessary.

SPDP Number	DNR040
Division	Missouri State Parks
Program	Prairie State Park
Position Title	Natural Resource Aide
Location	128 NW 150 th Ln., Mindenmines, MO
Position Description	Assist park staff with maintenance and stewardship projects. Involves, mowing, weed-eating, fence repair, painting, cleaning, and possible natural resource stewardship projects. Mostly outside work, exposed to the elements.
Professional Experience gained	Basic maintenance and repair skills, safely learn to operate various tools and equipment. Depending on interest, opportunity to take on stewardship projects (weed control, plant/animal surveys, etc).
Skill Sets required of applicant	Ability to follow directions to safely operate various tools and equipment.
Pay Rate if applicable	\$8.00/hour
Duration of Assignment	3-6 months full time, though can continue working part time if in school.
Additional Requirements	N/A

SPDP Number	DNR041
Division	Missouri State Parks
Program	Bennett Spring State Park
Position Title	Seasonal Interpretive Services Specialist
Location	26250 Highway 64A, Lebanon, MO
Position Description	Seasonal interpreters plan and present programs and activities for park visitors. Seasonal employees will also assist in nature center care, trail maintenance and resource management

	<p>projects. Specific responsibilities vary upon the season and need. Duties could include, but are not limited to:</p> <ul style="list-style-type: none"> • The development and presentation of original interpretive programs such as nature walks, stargazing programs, historical tours, first-person interpretations and campfire programs. • Research local natural and cultural history related to Bennett Spring State Park including collecting data by observation or photograph. • Assist in the care of interpretive facilities, nature trails, displays, and special natural or cultural features of a park. • Provide information to the visitors concerning rules and regulations, safety, points of interest, and available facilities. • Carry out regularly established interpretive programs developed by the full-time staff.
Professional Experience gained	<p>Interpreter will learn and practice responsibility, professionalism and other necessary work-related skills. He/she will experience a real workplace environment working alongside professionals. The person will gain experience working with the public (especially children). He/she will feel part of a team environment. Intern will experience department's dedication to protecting, preserving and interpreting the environment.</p>
Skill Sets required of applicant	<p>Person(s) should be or planning to attend a college or university with at least a freshman standing and majoring in any of the natural sciences, history, cultural resource management, outdoor recreation, or interpretive services; or have work experience as an interpreter with an agency charged with natural or cultural resource responsibilities.</p>
Pay Rate if applicable	\$8.50/hour; uniforms provided; housing not available
Duration of Assignment	3 months
Additional Requirements	<p>Training in interpretive techniques, methods, evaluation and resources is provided through a 32 hour training school. The training is provided the week before Memorial Day Weekend starting on the Sunday before and ending on the following Wednesday. Students have the option of obtaining Certified Interpretive Guide certification through the National Association for Interpretation. Those unable to attend this required course will receive training on site.</p>
SPDP Number	DNR042
Division	Missouri State Parks
Program	Dr. Edmund A. Babler Memorial State Park
Position Title	Ranger Intern
Location	Wildwood, St. Louis County, MO
Position Description	<p>This is an internship position that will give the intern a firsthand view of what a Missouri State Park Ranger typically handles on a day to day basis. The intern will assist and observe the ranger in everyday activities, but will not have any power of arrest or take action on any enforcement contacts. The intern will assist the</p>

	<p>ranger in non-enforcement actions that include, but are not limited to, park watch programs, outreach programs, and other actions that require assistance when requested by the supervising ranger. The intern will also be available to assist command staff with other projects that may arise during their internship period (i.e. storage maintenance, assist with region inventory, and assist in other facilities for special events when needed).</p>
Professional Experience gained	Understanding and experiences of recreational law enforcement
Skill Sets required of applicant	No Criminal History, Valid Driver's License, 19 years of age
Pay Rate if applicable	Unpaid internship
Duration of Assignment	Dependent on University requirements
Additional Requirements	Internship must be affiliated with a University
SPDP Number	DNR043
Division	Missouri State Parks
Program	Johnson's Shut-Ins State Park
Position Title	Ranger Intern
Location	Wildwood, St. Louis County, MO
Position Description	<p>This is an internship position that will give the intern a firsthand view of what a Missouri State Park Ranger typically handles on a day to day basis. The intern will assist and observe the ranger in everyday activities, but will not have any power of arrest or take action on any enforcement contacts. The intern will assist the ranger in non-enforcement actions that include, but are not limited to, park watch programs, outreach programs, and other actions that require assistance when requested by the supervising ranger. The intern will also be available to assist command staff with other projects that may arise during their internship period (i.e. storage maintenance, assist with region inventory, and assist in other facilities for special events when needed).</p>
Professional Experience gained	Understanding and experiences of recreational law enforcement
Skill Sets required of applicant	No Criminal History, Valid Driver's License, 19 years of age
Pay Rate if applicable	Unpaid internship
Duration of Assignment	Dependent on University requirements
Additional Requirements	Internship must be affiliated with a University
SPDP Number	DNR044
Division	Division of Administrative Support
Program	Human Resources Program
Position Title	Personnel Analyst
Location	1101 Riverside Drive, Jefferson City, MO
Position Description	<p>Individual will engage in all aspects of Human Resources, including Professional Development (Training), Recruitment,</p>

	Payroll, Classification, Benefits, Policy, Employee Relations and Administration.
Professional Experience gained	To assist the selected individual in determining specific area of interest in the Human Resources field.
Skill Sets required of applicant	N/A
Pay Rate if applicable	\$13.80/hour
Duration of Assignment	3 months during summer break
Additional Requirements	N/A

Missouri State Parks hire seasonal employees during the summer months each year. For more information on opportunities not posted through our Summer Professional Development Program, please visit <https://mostateparks.com/page/55061/employment-opportunities#fulltime>.